

Our Mission: IHCDCA helps build strong communities by providing financial resources and assistance to qualified partners throughout the State of Indiana in their development efforts. A primary focus of IHCDCA is providing a continuum of housing from homelessness to homeownership, with a focus on low to moderate income Hoosiers.

Please submit all resumes to Jan Kovacs at jakovacs@spd.in.gov or to the following mailing address:

**30 S. MERIDIAN ST., SUITE 1000
INDIANAPOLIS, IN 46204**

IHCDCA		Job Expectations
Title	General Counsel	Exempt/Non-exempt Exempt
Reports to	Executive Director	Date last revised: October 2009
Supervises	Legal Department, Human Resources	
Summary	General legal counselor and advisor to IHCDCA board and management on all issues relating to operations of the organization and its programs, including but not limited to risk management, compliance oversight, ethical obligations, employee relations, and fiscal integrity. Provide legal opinions to managers and executive officers, solve and/or prevent legal problems, monitor litigation in which IHCDCA is involved, review all documents with legal effect, and provide guidance on conducting public meetings.	
Evaluation of performance	Performance will be evaluated based on achieving key outcomes described in this job description, including specific goals, deadlines, and other quality indicators; working effectively in a team environment; interacting positively with managers and partners; demonstrating customer service to both internal and external customers; and working efficiently and effectively within required specifications, policies, and standards established by IHCDCA and its associated governing entities.	
Key outcomes expected	<ul style="list-style-type: none"> • Negotiate, draft, standardize, and obtain approvals, as needed for all legal documents on behalf of IHCDCA; • Develop and communicate internal policies and procedures for meeting and maintaining a high standard of legal ethical conduct; • Provide leadership to management consistent with IHCDCA's mission and values, through mentoring, problem solving, training, and providing support for executive officers. • Assist with planning strategies and allocating responsibility for new programs, setting policy, and interaction with other governmental entities; • Oversee all aspects of human resources department, including but not limited to hiring practices, investigations, evaluations, disciplinary actions, terminations, and compliance with all applicable laws; • Monitor areas of compliance risk, analyze degree of risk, and recommend and implement corrective action plans; • Evaluate existing privacy and confidentiality policies and procedures and formulate new ones as needed; review and advise on system for maintaining security of all confidential; • Analyze, summarize, and provide counsel regarding complex legal documents and decisions to further the mission and remain in compliance with applicable laws; 	

Key outcomes expected (Cont)	<ul style="list-style-type: none"> • Participate in internal meetings necessary to ensure appropriate communication and consensus around ethical obligations, legal compliance, program objectives and activities; • Provide supervision, guidance and evaluation of direct reports; • Anticipate and mitigate potential legal problems within the agency and develop strategies to avoid costly litigation and reduce potential areas of risk; • Manage relationships with outside counsel, oversee all communications with any legal counsel, and guide and direct any litigation and regulatory proceedings on behalf of the agency; and • Other duties as assigned.
Critical skills, knowledge, and behaviors	<ul style="list-style-type: none"> • Able to effectively communicate with a variety of individuals with diverse backgrounds, education, and economic levels. • Strong leadership and time management skills. • Proactive in anticipating and preventing problems with projects or processes. • High detail orientation and accuracy. • Performs responsibilities efficiently and timely. • Proficient in basic computer skills, <i>i.e.</i> Microsoft Word, Outlook, etc.
Education, experience, degrees, licenses	<ul style="list-style-type: none"> • J.D. from accredited law school; • Member in good standing of the Indiana bar; • Minimum 5 years relevant experience, preferably from major law firm or corporate legal department in which person held positions of advancing responsibility; • Prefer candidates experienced in public or non-profit law, with a strong commitment to community service.
Work environment and physical demands	<ul style="list-style-type: none"> • Work is performed in an office environment. • Must be able to work proficiently with computers and other office equipment.

IHCDA is an Equal Employment Opportunity employer and will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, disability or veteran status. IHCDA will take affirmative action to ensure that all qualified applicants receive consideration for employment and employees are treated during employment, without regard to their race, color, religion, sex, national origin, disability or veteran status, including, but not limited to, employment, promotion, transfer, recruitment, layoff, termination, rates of pay, and selection for training.